

**HOW TO CHANGE or RESET YOUR AIS ACCOUNT PASSWORD**

From the AIS **Sign in** Screen.

Enter your **Email Login ID**. Click **Next**.

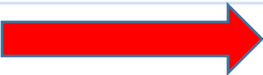
**Announcement:**

**Pursuant to Maryland Rule 19-802(b), all Maryland attorneys are required to activate their registration in AIS no later than June 1, 2019.** Please activate your registration as required by June 1, 2019 and maintain up-to-date contact information in AIS to ensure that you receive all future communications regarding the Client Protection Fund assessment and pro bono and IOLTA reporting cycle starting July 10, 2019. In accordance with Maryland Rule 19-801, all communications regarding your bar status will be via e-mail. This consolidated notice and reporting schedule will simplify complying with these annual requirements and maintaining your good standing.

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**Sign in** [Registration Video](#)

Please Enter Your Email \*

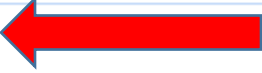
[New Registration](#) | [Forgot Login](#)  **Next**

On the next screen click on the **[Forgot Password](#)** link.

**Sign in**

Login ID: **marian.isaac@mdcourts.gov**

Please Enter Your Password \*

[Back](#) | [Forgot Password](#)  **Sign in**

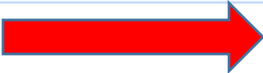
## Reset Password

Password reset key will be sent to your Email.

Please enter your login Email \*

marian.isaac@mdcourts.gov

Back



Next

The Reset Password screen will display. Enter your Login email address. Click **Next**. An email with a password reset link will be sent to the email address provided.

A confirmation message will be displayed. The email has been sent.

## Operation Successful

An Email was sent to the address below with further instructions to reset your password. Please check your Email inbox including any Spam/Junk folders for email originating from mdcourts.gov

Email: **marian.isaac@mdcourts.gov**

User must open the email and click the link to create a new password.

Delete
Respond
Quick Steps
Move
Tags
Editing
Zoom
PhishAlarm®

T

test\_attorney\_info\_sys@mdcourts.gov

Marian Isaac

Maryland Judiciary Attorney Information System - reset your password

Dear Janelle Williams Frantzen ,

We have received your online request for access to the Maryland Judiciary Attorney Information System (AIS). We are one step away from completing this request but require you to click the link below to reset your password.

[Click here to complete the Reset of your password](#)

(This link will expire in 3 days)

Please do not reply to this e-mail as it is generated from an automated system. If you have received this e-mail in error, or have a question or concern about its content, please contact the Maryland Judiciary Service Desk at 410-260-1114.

Thank you,  
The Attorney Information System (AIS) Support Team

Click on the **Link** in the email to go to the **Create New Password** Screen.

**NOTE:** *The link must be clicked within the 3-day expiration period or the registration will need to be redone.*


The Create New Password screen will display.

## Create New Password

Login: marian.isaac@mdcourts.gov

New Password \*

Confirm New Password \*



Note the following **Password Requirements** when selecting a password:

**A. Password must contain at least one from each of the following:**

- Uppercase Letter ✓
- Lowercase Letter ✓
- Number ✓

**B. Password must be: at least 12 characters long. ✓**

Enter your **New Password**, then enter a second time to **Confirm the New Password**.  
Click the **Submit** button.

The Operation Successful screen will display.

## Operation Successful

Please Sign in.

Click **“Sign in”**

The AIS **Sign in** page will display.



## Attorney Information System

Sign in	<a href="#">Registration Video</a>
Please Enter Your Email *	
<input type="text"/>	
<a href="#">New Registration</a>   <a href="#">Forgot Login</a>	<input type="button" value="Next"/>

Continue with the Sign in process using your email address and New password.

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